

9 OCTOBER 2002



Communications and Information

PUBLIC ADDRESS (PA) SYSTEMS

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Pages: 4

Distribution: F

This instruction implements Air Force Policy Directive 33-1, *Command, Control, Communications, and Computer (C4) Systems*. This instruction establishes policy governing the procurement and maintenance of all Air Force-owned fixed PA systems on Andersen Air Force Base. It provides guidance for obtaining new equipment, maintenance agreements for existing systems, and temporary support with portable systems. This instruction applies to all units and staff agencies operating on Andersen Air Force Base.

1. References:

- 1.1. AFI 33-103, *Requirements Development and Processing*.
- 1.2. AFI 33-104, *Base-Level Planning and Implementation*.
- 1.3. AFM 23-110, *USAF Supply Manual*.
- 1.4. Air Force Manpower Standard (AFMS) 38AC, *Ground (Base) Radio Maintenance*.
- 1.5. DOD 5500.7-R, *Joint Ethics Regulation*.

2. General:

The 36th Communications Squadron (36 CS) is responsible for installation and maintenance of all 36 CS-owned PA systems and PA systems when specifically identified in a maintenance support agreement, on Andersen Air Force Base. Unit-owned and nonappropriated funds (NAF) systems must have valid commercial installation and maintenance contracts. Temporary PA support with personnel and/or equipment may be requested for official functions. Unofficial functions may be supported by loaner equipment (when available) on a first-come, first-served basis.

3. Terms Explained:

- 3.1. Official Functions. Manpower Standard 38AC provides 36 CS with .5 manpower position for portable PA set-ups performed supporting direct military duty events such as Commanders' Calls,

dining ins/outs, change of command ceremonies, military recognition ceremonies, parades, and where the wing commander has tasked the unit to provide communications support for DVs.

3.2. Unofficial Functions. Unofficial functions are events not meeting the official function criteria above. These include, but are not limited to, unit or organizational events such as: picnics, luncheons, dinners, parties, Special Olympics, and private organization functions.

4. Procuring a Fixed or Permanent Public Address System:

4.1. To procure a commercial system for unit-owned or NAF facilities, follow procedures outlined in this instruction, AFI 33-103, and consult base contracting. Include a detailed statement of work, drawings, and specific description and specifications of requested items. Ensure installation and maintenance requirements are outlined and included in purchase agreement.

4.2. To procure government-owned equipment for agencies authorized PA systems, begin programming action in accordance with AFI 33-104. Coordinate with 36 CS/SCX (Plans and Implementation) to obtain assistance with selection of equipment to meet the requirement. Due to manpower limitations, the 36 CS cannot install or maintain unit-owned or NAF-installed PA systems unless specified in an MOA between 36 CS/CC and the requesting unit commander.

5. Installations, Modification, and Repair of Fixed, Unit-Owned, or NAF PA Systems:

5.1. For installation/modification of commercially procured systems, contact the supplier/vendor from which the equipment was purchased originally. If supplier/vendor cannot be identified, or is no longer available, contact the base contracting office to locate a vendor to provide requested service.

5.2. To install or modify existing government-owned systems identified in an MOA, submit AF 3215 to 36 CS/SCX. The 36 CS will provide a technical solution with cost estimate for the requirement.

5.3. For repair of commercially procured systems, contact the vendor or manufacturer in accordance with the terms of the maintenance agreement purchased with the equipment. If vendor/manufacturer cannot be identified, or no longer supports the system, contact the base contracting office to locate vendor to provide maintenance support. 36 CS may be able to provide a "first-look" maintenance survey to determine if contracted maintenance should be pursued. If such service is desired, contact 36 CS/SCX.

5.4. For repair of fixed/permanent 36 CS-owned systems (e.g. Base Giant Voice, Oceanview Conference Center audio visual system), report all equipment outages to 36 CS Maintenance Control, 366-2994.

6. 36 CS-Provided PA System Support:

6.1. Portable PA systems are designed for voice projection and are to be employed primarily as speech/music amplification systems. The equipment can amplify recorded music, but is designed for speech intelligibility, not sound quality. These systems will not be employed as live concert/band sound reinforcement/augmentation. Systems designed for this type of sound quality are available through local vendors. 36 CS PA equipment will not be used as, or connected to, any system utilized on a "fee-for-service" basis.

6.2. The 36 CS will set up and operate portable PA systems for official functions after technicians assess the scope of the requirement. 36 CS/SCM technicians will coordinate with the requesting point

of contact (POC) to determine if manpower is required. 36CS/SCM technicians will be responsible for equipment setup and technical operation only. When smaller portable PA systems will satisfy user requirements, they will be signed out on an AF Form 1297, *Temporary Issue Receipt*. 36CS/SCM technicians will provide the requestor or designated POC with training on how to set up and operate the equipment. 36CS/SCM technicians can provide official/ceremonial music upon request. If an official function calls for entertainment music or disc jockey service, the requestor must provide an operator for this function. 36 CS personnel will not provide entertainment music or disc jockey services.

6.2.1. For official functions which are set up and operated by the 36 CS, the following ancillary equipment can be provided upon request: lecterns, microphones, compact disk players, tape decks, and speakers with associated audio amplification equipment.

6.3. The Oceanview Conference Center (OVCC) has a permanently installed audio/visual system, which is owned and operated by 36 CS.

6.4. The Top of the Rock (TOR) collocated club has a NAF-owned PA system. Customers can contact the TOR for use of the system. 36 CS will support official functions in accordance with this operating instruction when the TOR collocated club's PA system can't support.

6.5. Unofficial functions may be supported with loaner equipment (when available) on first come, first served basis. Loaner systems will be signed out on an AF Form 1297, *Temporary Issue Receipt*. The 36CS/SCM technicians will provide the requestor or designated POC with training on how to set up and operate the equipment.

6.6. To request public address support send an e-mail to 36CS-PUBLIC ADDRESS, or a memo to 36 CS/SCMRW or contact them at 366-2235. Requests should be submitted no later than seven duty days prior to the date required. Requests will include the following:

6.6.1. POC for the event:

6.6.2. POC e-mail address:

6.6.3. POC phone number:

6.6.4. POC squadron/office symbol:

6.6.5. Event type (CC Call, awards ceremony, etc.):

6.6.6. Number of people (estimate):

6.6.7. Date:

6.6.8. Time:

6.6.9. Duration:

6.6.10. Location:

6.6.11. Inside or outside:

6.6.12. Number of microphones:

6.6.13. Visual presentation:

6.6.14. Additional comments (special music, lectern, etc.):

6.7. 36CS/SCM technicians will ensure requested systems are ready for operational test 30 minutes prior to the scheduled event and remove the equipment when no longer needed. 36CS/SCM technicians will coordinate with the user to determine whether the event requires a technician to monitor the system.

6.8. For loaner systems, 36 CS will not be responsible for providing any auxiliary equipment such as tape decks, compact disk players, and lighting systems. It is the customer's responsibility to ensure that any auxiliary equipment is compatible with the PA system and to operate the auxiliary equipment during his or her event. 36 CS will advise on compatibility of CD players/tape decks during the operational training on loaner systems.

6.9. 36CS/SCM technicians will conduct an outgoing and incoming inspection for loaner systems. These inspections will be documented and signed by both parties. Units are responsible for any damage incurred to PA equipment while signed out. Temporary use of portable PA equipment must be limited to predetermined time periods. Requests for extended periods (more than 2 duty days) must be justified and approved by 36 CS/SCM.

6.10. The requesting unit or agency will ensure that 120 volts AC power (backup as appropriate) is available at the requested event location.

6.11. Due to Guam's sudden weather changes, events scheduled for outdoors should have an alternate location identified at the time of the request. To safeguard personnel and equipment, PA systems will not be set up or operated in inclement weather.

7. Forms Prescribed:

AF Form 3215, *C4 Systems Requirements Document*, AF Form 1297, *Temporary Issue Receipt*, and AF Form 9, *Request for Local Purchase*.

JOSEPH F. MUDD, JR., Colonel, USAF
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